

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1118

TITLE: EXECUTIVE DIRECTOR - COMMUNITY ACTION AGENCY

GRADE: E-06

DEFINITION:

Under direction, to perform varied administrative and coordinating duties as the senior staff assistant to the Community Action Administration Board; and to do related work as required.

TYPICAL TASKS:

Serves as Secretary to the Community Action Administration Board;
Coordinates activities for implementing Board policy and strengthening Board functions;
Arranges for Board and Committee meetings;
Attends and participates in County, State and Federal meetings which pertain to the operation and successful completion of community action programs;
Supervises and coordinates office and staff operations in the planning, implementation, and evaluation of community programs;
Monitors community action programs and projects for effective and efficient performance;
Mobilizes and coordinates County, State, and Federal resources in support of anti-poverty programs in Fairfax County;
Negotiates program contracts and sub-contracts with delegate agencies and sub-contractors;
Provides technical assistance to delegate agencies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local, state, and federal anti-poverty programs;
Knowledge of local, state, and federal resources available for assisting anti-poverty programs;
Ability to work with community leaders and groups;
Knowledge of community needs and problems.

EMPLOYMENT STANDARDS:

Graduation from an accredited four year college or university and five years of progressively responsible work experience in community action and/or anti-poverty programs.

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